

# JOB OPPORTUNITY

Job Opportunity Bulletin: # 04-028

**Final Filing Date** Sept. 03, 2004 or  
Until Filled

## Corrected Copy

Position:	Salary:	Location:
Office Technician (T) Or Office Assistant (T) Permanent, Full-time	\$2,510– 3,050  A \$2,003 – 2,435 B \$2,172 – 2,641	Office of Statewide Health Planning and Development

### General Statement of Duties:

Under the supervision of the Accounting Administrator, the Office Technician (T) / Office Assistant (T) provides clerical support to Accounting Services. We are seeking a highly motivated individual with excellent interpersonal skills. If you are looking for a fast-paced, challenging team environment, we may be just right for you

### Duties:

- ❖ Provide clerical support for Accounting Services. Review and finalize correspondence prepared by staff for signature by the Director's Office and Deputy Director.
- ❖ Provide assistance to OSHPD personnel at the Administration Division's public counter, complete sales transactions for the Regional Transit Pass program. Receive, screen, and route incoming phone calls to appropriate staff, make necessary room reservations and travel arrangements for meetings.
- ❖ Maintain the extensive Accounting file system, order and maintain office supplies, and initiate equipment repairs.
- ❖ Prepare claim schedule package to be presented to the State Controller's Office for payment of invoices.
- ❖ Disburse all payroll, revolving fund, and cash state checks. Maintain all check disbursement logs.

### Desirable Qualifications:

In appraising experience, weight will be given to the following factors:

- ❖ Possess excellent organizational skills.
- ❖ Attention to detail.
- ❖ Experience with Microsoft applications with an emphasis on Excel and Word.
- ❖ Excellent written, oral and interpersonal communication skills.
- ❖ Ability to handle multiple priorities and deadlines.
- ❖ Reflect the Mission and Values of OSHPD

### Who May Apply:

Applications will be accepted from individuals currently in this classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be interviewed. Appointments are subject to SROA and State surplus policies.

# OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

For more information contact Liz Martin

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Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

